

# Parnasah Referrals

לז"נ : חיים דוד יהודה בן ר' מרדכי הכהן ע"ה  
[parnasahreferrals@verizon.net](mailto:parnasahreferrals@verizon.net)

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## Paralegal – Real Estate / Corporate / Healthcare

*Cedarhurst or Brooklyn, NY | \$70,000–\$125,000*

Five Towns based law firm is seeking a Paralegal with any experience in real estate, title, corporate, healthcare or business transactions to join our team at either our Cedarhurst or Brooklyn offices.

If you're looking to join a collaborative and growing team, we'd love to hear from you.

### Qualifications:

- Prior experience in real estate, healthcare, title, or corporate/business related legal work
- Strong organizational and communication skills
- Paralegal certificate is not required

### Compensation:

- Salary range: \$70,000–\$125,000, commensurate with experience.

**Please email your resume to [admin@jntllp.com](mailto:admin@jntllp.com)**

*Thank you to Daniella Blisko*

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## Controller

*Manhattan | \$120,000 – \$160,000*

Established company seeking a controller with QuickBooks expertise to supervise accounting operations, financial reporting, budgeting, and internal controls.

**[moshe@ny.pcsjobs.org](mailto:moshe@ny.pcsjobs.org)**

*Thank you to Raizy Gold (PCS)*

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## Staff Accountant

*Brooklyn | \$80,000 – \$105,000*

Accounting firm seeking a staff accountant with QuickBooks proficiency to prepare financial statements, assist with audits, and manage reconciliations.

**Apply: [moshe@ny.pcsjobs.org](mailto:moshe@ny.pcsjobs.org)**

*Thank you to Raizy Gold (PCS)*

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## Amazon Marketplace Expert

*Manhattan | \$85,000 – \$130,000*

E-commerce company seeking an Amazon expert to manage Amazon listings, PPC campaigns, inventory coordination.

**[moshe@ny.pcsjobs.org](mailto:moshe@ny.pcsjobs.org)**

*Thank you to Raizy Gold (PCS)*

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## HR Coordinator

*Brooklyn | \$85,000*

Healthcare Facility in Brooklyn seeks an experienced Human Resources Coordinator.  
Fast-paced, team-oriented environment.

**Requirements:**

- HR experience in a nursing home
- HR degree/formal training preferred
- Strong communication & organizational skills

**Responsibilities:**

- Staff scheduling, payroll/timecards, benefits coordination, recruitment, onboarding compliance, front desk management, and general HR support

[rgold@ny.pcsjobs.org](mailto:rgold@ny.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Office Employee

*Boro Park | \$65,000–\$100,000 depending on experience*

Growing office in Boro Park specializing in building filings, architectural paperwork, and property applications is hiring a smart, reliable office worker.

**Responsibilities:**

- Handling building plans, permit applications, filings, approvals, project tracking, client follow-up, and general office support

**Requirements:**

- Organized, detail-oriented, a strong problem solver, and able to manage paperwork efficiently
- Experience with architectural plans, building filings, permits, or construction-related office work preferred
- Strong communication skills and willingness to learn required

[rgold@ny.pcsjobs.org](mailto:rgold@ny.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Administrative Assistant

*Boro Park | \$60,000–\$75,000*

Property Management all-female Office in Boro Park seeking a reliable Admin Assistant to assist with tenant-related matters and help ensure smooth building operations. Responsibilities include handling violations, coordinating repairs, data entry, and general office support. Basic knowledge of Excel and Word preferred, but willing to train the right candidate.

[rgold@ny.pcsjobs.org](mailto:rgold@ny.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Executive Assistant

*Boro Park | Salary DOE | 10am–5pm | All-female office*

Boro Park Non Profit seeks an Executive Assistant to CFO. Must be highly organized, detail-oriented assistant to support the CFO with scheduling, correspondence, reports, and administrative tasks. Strong Microsoft Office (especially Excel), communication skills, and discretion are required.

[rgold@ny.pcsjobs.org](mailto:rgold@ny.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Intake Coordinator

Flatbush | Salary DOE | All-female office

Seeking a warm, organized Intake Coordinator to communicate with clients, assist with forms, and handle documentation. Strong communication, attention to detail, and a friendly, professional attitude required. Team-oriented environment.

[rgold@ny.pcsjobs.org](mailto:rgold@ny.pcsjobs.org)

Thank you to Raizy Gold (PCS)

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## Secretary / Billing Assistant

Flatbush | Salary DOE | 9:30am–3:30pm | All-female office

Construction company seeking a Secretary/Billing Assistant for a busy office environment. Responsibilities include billing, answering phones and emails, using QuickBooks, and general secretarial duties. QuickBooks or billing experience is helpful.

[rgold@ny.pcsjobs.org](mailto:rgold@ny.pcsjobs.org)

Thank you to Raizy Gold (PCS)

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## Accountant

Englewood Cliffs | Salary DOE | All-female office

Staff accountant wanted for family office in the Englewood Cliffs area. A confident female is likely the best fit for the makeup of this office. The job entails being responsible for various aspects of our financial operations, including accounts payable, accounting, bookkeeping, and reporting. Hours are reasonable.

### Requirements:

- 2-4 years of accounting experience (public accounting preferred but not required)
- Detail-oriented, a team player, excellent organizational skills, and the ability to manage multiple tasks efficiently
- Proficient in accounting software (e.g., AppFolio, Agora, QuickBooks, and Microsoft Excel)

**If interested, please email resume to [leah@nj.pcsjobs.org](mailto:leah@nj.pcsjobs.org) and note in subject: "AG"**

Thank you to Raizy Gold (PCS)

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## Associate Asset Manager

Northern NJ | Salary DOE | Full-time, in-office

Associate Asset Manager needed in a frum-owned real estate company to help with Financial Analysis and Reporting, Budget and Forecasting, and Acquisitions & Disposition. This is a full-time, in-office role offered by an Equal Opportunity Employer. Position reports to female asset manager.

### Required:

- Strong analytical skills
- Excellent communication skills
- Education: Degree in accounting, finance, or related field preferred
- CPA - not required

**If interested, please send resume to [leah@nj.pcsjobs.org](mailto:leah@nj.pcsjobs.org)**

Thank you to Raizy Gold (PCS)

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## Entry-Level Position

Lakewood | Salary DOE

Entry level position in a construction company. Ideal for an all-around guy to assist and relieve the overload starting out mostly as an in-office job. Must be able to jump right in and learn quickly, can be straight out of yeshiva although a "construction mind" is definitely a benefit. Being detail oriented and organized is a must, passionate and hungry is ideal!

[Aviva@nj.pcsjobs.org](mailto:Aviva@nj.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Financial Service Position

Remote | Salary DOE

Financial services company looking for talent. If you have previous experience in the fintech world, banking, or finance industries, forward resume to [aviva@nj.pcsjobs.org](mailto:aviva@nj.pcsjobs.org).

[aviva@nj.pcsjobs.org](mailto:aviva@nj.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Logistics Coordinator

Central New Jersey | Salary DOE

Manufacturing company is looking for a logistics coordinator. Must be smart, detail oriented, organized, tech savvy, and have the ability to create systems and processes.

[Yoel@nj.pcsjobs.org](mailto:Yoel@nj.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Property Management

Lakewood | Salary DOE

Property management position for 200 units within one hour of Lakewood. Candidate should have some management experience.

[yoel@nj.pcsjobs.org](mailto:yoel@nj.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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## Office Help

Lakewood | Excellent pay | Hours 12-6

Lakewood busy furniture company looking for backend office help. Candidate should be available within the hours of 12-6, flexible, candidate should have excellent communication, tech and writing skills, and sales capabilities.

[Faigy@nj.pcsjobs.org](mailto:Faigy@nj.pcsjobs.org)

*Thank you to Raizy Gold (PCS)*

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Raizy Gold — Job Placement Coordinator, PCS Agudath Israel — (718) 436-1900 ext. 5

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## Salesperson (# 148097)

Lakewood, NJ | \$50,000-\$75,000 | Part Time

A distribution company is looking for a Salesperson to support showroom operations. The candidate will be responsible for managing designer relationships, guiding material selections, coordinating client consultations, and assisting sales operations.

<https://candibots.com/jobs/salesperson-lakewood-nj-3/>

*Thank you to Menachem Fischer*

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## Communications & Marketing Coordinator

*Hybrid (NY / S. Florida) or Remote | \$70,000–\$80,000*

Join The Aleph Institute, a non-profit supporting criminal justice reform, incarcerated individuals, their families and members in the U.S. armed forces.

### Key Responsibilities:

- Newsletters, grant writing, press releases, and content management

### Requirements:

- 3-5 years experience
- Stellar writing
- Jewish community experience

**Apply: Send resume, cover letter & 2 samples to [jobs@aleph-institute.org](mailto:jobs@aleph-institute.org) — Subject: Communications and Marketing Coordinator**

*Thank you to Menachem Fischer*

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## Window Cleaner (Entry-Level)

*Freehold / Monmouth County | Full time, Monday–Friday*

If you know someone wanting to try something new or enter a new field, we are hiring an entry-level Window Cleaner. No experience needed, plenty of training.

**Call or email Jared: 908-464-4473 — [jared@go4hirepros.com](mailto:jared@go4hirepros.com)**

*Thank you to Menachem Fischer*

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## Licensed Master Plumber

*Manalapan, NJ | \$125,000–\$150,000 | Full-time M–F | Full benefits*

Hiring a licensed Master Plumber, full-time M-F, based out of Manalapan NJ. Full benefits included.

**Call or email Jared: 908-464-4473 — [jared@go4hirepros.com](mailto:jared@go4hirepros.com)**

*Thank you to Menachem Fischer*

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## Staffing Coordinator

*Lakewood | \$30–\$35 per hour*

ABA Agency seeking Staffing Coordinator to support client placement by matching clients with BCBA and RBT providers. Role includes coordinating schedules, managing assignments, maintaining communication with clinical teams and families, and ensuring smooth and timely staffing coverage. Must be highly organized, detail-oriented, and an effective communicator with the ability to manage multiple priorities in a fast-paced environment. Ideal candidate is proactive, reliable, and comfortable working with both clients and clinical professionals. Experience in healthcare, behavioral health, or staffing coordination strongly preferred.

**Resumes can be sent to [resumes@careerlyny.com](mailto:resumes@careerlyny.com) or WA at 845-276-3040**

*Thank you to Menachem Fischer*

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## Inside & Outside Sales Representative

Brooklyn | Full Time | High commission

High Commission Sales Opportunity. Turf Office is hiring motivated salespeople for inside and outside commercial sales. If you are driven, outgoing, confident, and looking for a serious growth opportunity, we want to hear from you.

<https://go.yidjob.com/js69>

Thank you to Menachem Fischer

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## Accounts Receivable Rep

Lakewood

Lakewood company is seeking a detail-oriented and proactive Accounts Receivable rep. The ideal candidate will have strong organizational skills, basic proficiency in Microsoft Office Suite (especially Excel and Word), attention to detail and willingness to learn. Must have 1-2 years prior office experience, preferably in accounts receivable or related role.

[Please email resume to jobs@prmadvisorsllc.com](mailto:jobs@prmadvisorsllc.com)

Thank you to Menachem Fischer

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## Service Coordinator

Monsey, NY | Full Time

Growing commercial HVAC company in the Monsey/Rockland County area is seeking a highly motivated, organized, and driven individual to join our Service Department team.

<https://go.yidjob.com/js68>

Thank you to Menachem Fischer

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## Director of Business Development

Hybrid / Remote | Strong base + uncapped commission (OTE \$200K)

Fast-growing health-tech startup is looking for a Director of Business Development to lead growth across skilled nursing and post-acute providers. If you or someone you know has experience selling into SNF and can independently develop and manage sales, please DM. Referral fee paid as well.

[Please fill out the form below and attach a resume: https://form.fillout.com/t/atq1DtdZecus](https://form.fillout.com/t/atq1DtdZecus)

Thank you to Menachem Fischer

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## Avi Schoenbrun

Parnasah Referrals

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Please forward all job referrals to [parnasahreferrals@verizon.net](mailto:parnasahreferrals@verizon.net)

Thank you to Dovid & Leba Ginsberg for editing!